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**Subject:** EXTERNAL HARD DISC FOR AMO 145 GOOGLE DRIVE BACK UP (3RD HARD DISC)  
**Date:** Saturday, 30 December, 2023 2:44:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Assalamualaikum Fadhli,

I would like to request **qty 1 of 4TB External Hard Disc** for the purpose of AMO 145 Google Drive backup in accordance with MOE part 2-21, section 2.21.1 sub section 3.

#### 2.21.1 Maintenance Record System

1. All maintenance related records at the GAM are kept in soft copy format, stored in Google Drive.
2. The maintenance records are stored and identified with proper indexing in relation to customer and aircraft type for ease of accessibility and retrieval.
3. Scanned copies on the Technical Record folder are backed up every two weeks in the external hard disc by the PPC Supervisor and kept at a different place from the main records. Only authorised personnel shall be granted access to the records.

Before this, we only purchased 1TB hard disc, however it is not enough space to keep files until end of year since I am downloading the google drive every 2 weeks. Also, this will be 3<sup>rd</sup> external hard disc. So, with 4TB, I hope will be enough to keep files for 2 years at least.

You may contact me should you have any query regarding this.

Thank you

Regards,  
***Norkatrina Kamarudin***  
Lead PPC  
*for and on behalf of*  
***GALAXY AEROSPACE (M) SDN BHD***



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